

**Date:** December 28, 2015  
**To:** Lewis County Planning Commission  
**From:** Fred Evander, Senior Long Range Planner  
**RE:** **DRAFT REVISIONS TO LCC 17.05**  
**Attachments:** Proposed Changes to Chapter 17.05 – General Provisions

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The purpose of this staff report is to introduce potential revisions to Chapter 17.05 of the Lewis County Code. These revisions would incorporate the permit processing matrices that the Planning Commission discussed at the meetings of November 10, 2015 and December 8, 2015 into the zoning code. The proposed draft would also include several new or modified sections that are meant to streamline the permit review process and allow the removal of several similar sections elsewhere in the code.

## **ISSUE**

The existing Lewis County Code contains several duplicative and/or unorganized permit processing provisions. For example, the existing code contains:

- At least eight different ways to process a permit.
- At least eight different methods to provide notice for an application.
- At least twelve sections that explain the different application requirements for certain types of permits.
- At least seventeen sections that deal with the methods to appeal a permit.

This multitude of different provisions, as well as the unclear placement of the provisions within the code, makes the administration of the code difficult for staff and confusing for applicants.

## **PROPOSED CHANGES TO CODE**

The draft revisions as written are intended to streamline the permit processing provisions and improve the ease of code use for staff and applicants. As written, the changes would progressively walk applicants and permit reviewers through the permit process from application, to public hearing, to appeal.

Code sections would include:

- The different types of permit application (see 17.05.040) – This section would identify six different types of permit applications (rather than the eight different types identified within the existing code).
- The required contents of an application (see 17.05.060) – This section would consolidate all the different sections that deal with the required submittals of an application into one section. The section as written would be intentionally general to allow different application forms to be tailored for each application type (and be modified as necessary).
- Specific requirements for sending out notice for applications (see 17.05.080) – This section would consolidate the various methods to provide notice about applications into one section.

- Detailed standards about how public hearings are handled (see 17.05.120) – This section would combine the various ways that public hearings are conducted, and would substantially reduce the amount of duplication seen in the various provisions for public hearings (especially the provisions for public hearings for Master Plans, which are all largely the same (see Sections 17.20A.050, 17.20D.040, and 17.20E.060 of the existing code).
- New standards about the timing and duration of decisions (see 17.05.140 and 17.05.150) – These sections would specify the time periods for permit reviewers to make decisions about land use applications (based on RCW 36.70B.080), and would articulate the standards for extending development approvals. Timing and duration standards are only partially addressed within the Lewis County Code at this time.
- Specific standards that specify how to appeal land use decisions (see 17.05.170). This section would consolidate the various appeal procedures and standards into one section.

All told, the changes would drastically simplify how the code is administered, and allow applicants to better follow the project review process. The changes would also promote a significant reduction in pages, as multiple sections scattered elsewhere throughout the code could be removed.

#### **RECOMMENDATION**

Staff recommends that the Planning Commission consider the proposed changes to LCC 17.05 as written. If the Planning Commission agrees with the framework for the changes, staff will begin to work on removing the duplicative sections from elsewhere in the code.